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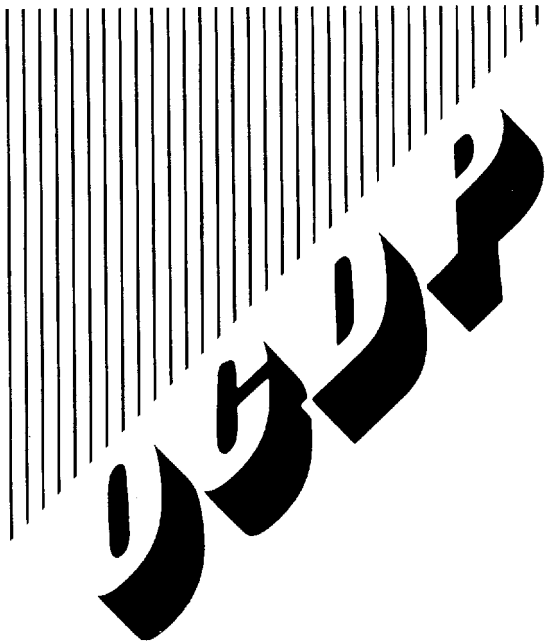
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**April 1980**

## **Opportunities for Career Development Program**

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# **Opportunities for Career Development Program**

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In order to comply more effectively with Executive Order 11478 and the Equal Employment Opportunity (EEO) Act of 1972, the Deputy Director of Central Intelligence (DDCI) has established the Opportunities for Career Development Program (OCDP). The purpose of this Agency-wide Upward Mobility program is to provide long-term advancement opportunities and to identify those employees who have the potential to compete for professional/technical assignments. Employees will be considered for OCDP positions without regard for career service assignment. The OCDP will assure that those employees selected for OCDP positions are afforded the opportunity to acquire the experience and training necessary to qualify for their new assignments and to advance at least to the full performance level.

## **1. Purpose and Scope**

Initially, a minimum of 28 positions will be offered on an annual basis. During the final selection phase, a maximum of 16 candidates will be considered for each position. The selection phase of the OCDP will be scheduled so that selectees will be able to report to their new assignments at least one month prior to the beginning of an academic semester. This will permit those selected to begin any required academic training as soon as possible.

## **2. Administration**

The OCDP will be administered through the Opportunities for Career Development Program Panel. The Panel will consist of a primary and alternate member from each career service, the Office of Personnel Policy, Planning and Management and the Secretarial-Clerical MAG. The Agency Upward Mobility Program Manager will chair the Panel and report to the DDCI through the Director, EEO.

The career services will be responsible for appointing their respective Panel members who will serve on a part-time basis for a two-year term; Panel members may not serve two consecutive terms. The Director of Personnel Policy, Planning and Management will appoint a Personnel Advisor to the Panel who will also serve on a part-time basis for a two-year term, but not for two consecutive terms. To assure continuity and efficiency, one-half of the initial Panel membership will change at the end of one year; the remaining members will be replaced after two years.

The Secretarial-Clerical MAG will select primary and alternate representatives to the Panel from among its membership. These individuals will serve on a part-time basis for a one-year term. The Secretarial-Clerical MAG representatives to the OCDP will be responsible for presenting the views and concerns of the secretarial-clerical workforce relevant to OCDP issues.

The OCDP is designed for Agency employees who have demonstrated potential but are unable to qualify for professional/technical positions because they lack sufficient relevant education, skills, and/or experience. Potential is defined as the ability (including demonstrated desire) to acquire and use skills and knowledge needed to successfully perform higher-level work and must be viewed in relationship to the particular positions available. At the time of application, candidates must be in a clerical/technical position, GS-09 or below or equivalent Wage Grade, and have completed the trial period for Agency career status. Eligible employees on overseas or domestic field assignments may participate in the Program providing their tour completion date falls within 90 days of the annual program announcement. Employees must be willing to commit themselves to at least a year of intensive training, and thereafter they will be expected to pursue opportunities for training and experience that will assure continued competitiveness in the new assignment.

### **3. Program Eligibility**

Some OCDP position selection criteria will require that applicants have on file current results of either the Professional Employee Test Battery (PETB) or the Differential Aptitude Test (DAT). Eligible employees should ensure that they have current test results prior to each annual running of the Program; test results are considered valid for three years. During the initial running of the OCDP, employees who wish to apply for positions requiring PETB/DAT scores but who do not have current test results on file will be permitted to apply, but must schedule the required testing at the earliest possible date. During all subsequent runnings of the Program, however, employees may not apply for positions requiring PETB/DAT results unless current test scores are available.

#### **4. Counseling**

The Career Development Officer for each component will be responsible for providing guidance and counseling to employees interested in the OCDP. Supervisors are also encouraged to provide guidance to potential OCDP candidates in the selection of training that will enhance their competitiveness for the Program. Panel members will be available to provide additional information about the Program and to assist in referrals for counseling.

The DDCI will issue an annual directive to the career services for nomination of positions from their authorized staffing complements. All positions offered by the Program will be GS-07 and above, and must be able to accommodate the individual at the time of selection. A minimum of 28 positions, classified as professional/technical and having career development potential beyond the grade of the position, will be offered annually and allocated as follows: DDA-10; DDO-6; DDS&T-7; NFAC-5. E Career Service will offer at least one position every two years beginning with the initial running of the Program.

## **5. Position Identification**

Detailed OCDP position summaries, including specific qualifications, testing and other special requirements, will be prepared by the responsible supervisor and forwarded through normal administrative channels to the Panel. The Panel will review the proposed positions to ensure that they provide career development opportunities.



## **6. Program Announcement and Application for Vacancies**

An Employee Bulletin and a book cable will be issued announcing the Program and listing the positions for each running. Detailed OCDP position summaries will be made available through the component personnel offices. OCDP Registration, Form 4141, Application for OCDP Vacancy, Form 4141A, and Applicant Evaluation Questionnaire, Form 4141B may be obtained from the respective building supply rooms. Eligible employees may apply for a maximum of three positions and are not limited to those within their career service. Applicants must complete an OCDP Registration form, which will be used as background information during the selection process and a separate Application for OCDP Vacancy form for each position. All forms must then be submitted to the applicant's immediate supervisor.

The supervisor should review and verify the information on the Registration form. An Applicant Evaluation Questionnaire must also be completed by the supervisor and signed by the applicant. The original copy of the Registration form must be forwarded to the Chair, OCDP Panel, Room 5E47 Hq., for official Program records. The duplicate copy, together with the Applicant Evaluation Questionnaire and Application for OCDP Vacancy forms, must be forwarded by the supervisor, through normal administrative channels, to the component ranking panel.

The OCDP Panel will consider a maximum of 16 candidates for each position, allocated among the career services as follows: DDA-5; DDO-4; DDS&T-3; NFAC-3; E Career Service-1. The number of candidates per position from each career service is based on a percentage of the potential applicant pool of each.

## **7. Program Selection**

All applicants for a given position must be considered in the selection process. Thus, employees applying for three positions will be considered three separate times. To facilitate the screening process, each component ranking panel will nominate a number of candidates for each position that does not exceed the number allocated to the (parent) career service and will rank these candidates using the OCDP Ranking Criteria, Form 4141C. Components will be responsible for forwarding to the senior personnel officer in their respective career services the results of this ranking process along with the following forms for each nominee: OCDP Registration and Application forms, Applicant Evaluation Questionnaire and Form 4141C. This same data on those applicants not nominated by their components should be forwarded directly to the OCDP Panel.

A separate ad hoc working group for each career service, composed of one representative from each component and appointed by the head of the career service, will be convened to select the final candidates from that career service.

Selection will be based on the data forwarded by the components to the senior personnel officer. The candidates selected by these working groups will comprise the Agency-wide list of candidates for each position. Each group will be responsible for forwarding the names of final candidates, in rank order, to the OCDP Panel along with all data used in the first ranking process. The same data on those applicants who are not among the final candidates must also be forwarded to the Panel.

The OCDP Panel will then review the final candidates for each position and identify those who are the most highly qualified. The results of this review along with the application forms and supervisor evaluations will be forwarded to the appropriate components.

The Panel will establish a schedule for circulating the official personnel folders of the respective applicants among the career services. Each career service will be responsible for identifying a central control point where supervisors with the vacancies may review the folders. Circulation of these folders within the sponsoring components must be limited since many applicants will be competing for positions in more than one career service.

The supervisor will select a primary candidate plus two alternates, if possible. The number of candidates interviewed will be left to the discretion of the supervisor. After approval

through channels, the names of the individuals selected, together with a statement of the rationale for the selection, will then be submitted by the sponsoring career service to the Panel. In the event that one applicant is selected as the primary candidate for more than one position, the applicant will be asked to indicate a preference. The first alternate will then become the primary candidate for the other position. The names of the selectees will be forwarded by the Panel to the DDCI for final endorsement.

All employees who applied for OCDP positions will be notified by the Panel through their component Career Development Officer of the status of their application at the completion of each phase of the selection process. The Panel will also notify each career service of the results of the final selection phase. Selectees must report to their new assignments no later than 30 days after this notification; the OCDP personnel advisor will be responsible for coordinating reassignment dates. Selectees will be assigned to the target position on the gaining component's staffing complement but will retain their present job title and career service designation until they have successfully completed the Program.

## 8. Training

In most instances the training period for OCDP participants will not exceed two years, although the nature of the position or individual needs may require a modification of the training program and/or period.

In order to identify the specific goals and objectives to be accomplished during the training period, the supervisor, in consultation with the employee, should prepare an Advance Work Plan (AWP) in accordance with the Performance Appraisal Handbook. Because an OCDP candidate may lack certain skills at the time of assignment to the new position, the AWP should stress the nature and extent of the training anticipated for that employee. Within 30 days after the candidate reports to the new position, the supervisor should forward a copy of the AWP, through channels, to the Panel. Supervisors may amend the AWP at any time during the training period, but need only forward the revised AWP to the Panel when major adjustments are made. The Panel will use the AWP to evaluate the individual's progress during the training period and to monitor the overall success of the Program.

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Agency-sponsored training will be approved through normal administrative channels and in accordance with

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Training funds will be obligated by the gaining component.

Supervisors will be required to submit quarterly progress reports in memorandum form through normal administrative channels to the Panel. Each report must include an evaluation of the trainee's progress toward fulfilling the goals and objectives outlined in the AWP; the fourth quarter report must also assess the trainee's potential for completing the requirements of the assignment. The supervisor will discuss each report with the trainee and the trainee may attach comments as appropriate. Each report must be signed by the supervisor and trainee prior to forwarding to the Panel. Panel representatives may discuss the contents of the progress reports with the supervisor and/or trainee as appropriate.

## **9. Progress Reports**

In the event that an individual cannot meet the requirements of the position, the supervisor must submit to the Panel a written justification for termination of the training and notify the trainee of this action. Similarly, an employee wishing to withdraw from the program must notify his supervisor and the Panel in writing. All requests for withdrawal from the Program must be submitted through normal administrative channels.

## **10. Withdrawal from the Program**

The parent career service is responsible for reassigning an employee withdrawn from the Program for whatever reason to a position of at least equivalent grade to that held prior to

entering the Program. These employees should be considered for available positions in the same manner as other candidates in that career service.

## **11. Promotion**

Trainees may be promoted in accordance with the Agency's Uniform Promotion System during the training period; however, only those who have demonstrated the ability to successfully complete the Program should be considered. The gaining component can initiate a promotion recommendation but must obtain the concurrence of the trainee's parent office.

## **12. Program Completion**

When the trainee has demonstrated to the supervisor the ability to perform satisfactorily in the new assignment, he/she should be considered for the appropriate personnel actions to effect change of job title and, when applicable, career service designation. The OCDP Panel must be notified in writing when such actions are planned.